ACS VOLUNTEER POSITION DESCRIPTION

PROGRAM: Community Life Program

POSITION/TITLE: Special Assistant to Mayor

FIRST LINE SUPERVISOR: Mayor/Assistant Mayor of community in which they live.

SECOND LINE SUPERVISOR: Community Life Program Manager

GOAL/OBJECTIVE: To provide assistance to their mayor, community and sponsor unit to make each neighborhood a better and safer place for families to live at Fort Riley.

DUTIES: Under direct supervision of the Mayor or Assistant Mayor, provides a variety of clerical and/or sundry tasks which might include: Assistance with publication and distribution of quarterly newsletter; assistance with publication of community town hall meeting agendas; assistance with notifying all residents at least one week prior to conducting a community town hall meeting and other community activities; assistance with organizing community activities; assistance with various other administrative/clerical tasks, i.e., copying, data entry, directing telephone messages to Mayor/Assistant Mayor; Work activity will primarily involve walking or sitting; however, volunteer may be requested to assist with activities that may require long periods of standing, bending, lifting and stooping.

TIME/DRIVING REQUIREMENT: Special Assistants to Mayors spend an average of 2-10 hours each month, depending on the activities/events that are occurring in the community. Driving of GOV and reimbursement of POV expenses are not authorized. Regular use of a vehicle is not required

QUALIFICATIONS: The Special Assistants to the Mayor must have good customer service skills. He/She must have good telephone and oral communications skills and a willingness to help the community in which he/she lives. If the Assistant is involved with the publication/data entry of the agenda or newsletter, he/she must have basic knowledge of word processing software and typing skills.

TRAINING: Army Community Service volunteer orientation (2 hrs); The Mayor or Assistant Mayor will provide on the job training in data processing skills (as applicable), customer service, and telephone skills. Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

EVALUATIONS: Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.